

Notice of Vacancy

Reference Number: DOE-006-26

Title: Manager 1, Education

Range/Title Code: &32/61604

Salary: \$106,547.31 - \$157,362.71

Position Number: 949344

Issue Date: April 29, 2026

Closing Date: May 14, 2026

Hours of Work: Monday – Friday: 7:30 a.m. – 3:30 p.m.

Location: Ewing, New Jersey

Division: Division of Educational Services, Marie H. Katzenbach School for the Deaf

Description

Under general direction of the Superintendent of Marie H. Katzenbach School for the Deaf, Department of Education, directs, manages, and supervises an important, primarily single objective program or unit. This includes the development, planning, organization, and supervision of goals, policies, procedures, and work processes of the program and staff.

This position provides executive leadership over the Business Office, Facilities and Maintenance, Security, Housekeeping, Storeroom, and Dining Services, and directly supervises transportation staff. The role is responsible for the overall management and performance of these functions, including oversight of staff, resolution of complex operational issues, and ensuring services are effectively coordinated and aligned with school priorities. It provides strategic direction in fiscal management, procurement, facility operations, and campus safety, and establishes and ensures adherence to policies and procedures in compliance with applicable laws and regulations. The position also serves as a key advisor to leadership and works collaboratively with internal and external stakeholders to support the school's operations and long-term needs, and performs other related work as required.

Requirements

Education

Graduation from an accredited college with a Master's degree in education or a field related to the area of assignment.

Experience

Five (5) years of experience in education or other field that is directly related to the functions of the assigned position, including two (2) years in an administrative or supervisory capacity.

Preferred Education/Experience

Master's degree in Business Administration, Finance, Accounting, or related field.

Five (5) years of experience working in a business office or managing a large team in an educational institution; practical knowledge and experience in accounting or finance.

Special Note (MKSD)

Note: The selected candidate must rate at an intermediate level from the Sign Language Proficiency Interview within two years from their start date. The selected candidate will be assessed at or around their two-year anniversary date. If the employee does not rate at an intermediate level according to the Sign Language Proficiency Interview, they will be dismissed.

Note: All final candidates must be fingerprinted and bear the \$78.38 cost of the criminal history check in order to qualify for employment at the Marie H. Katzenbach School for the Deaf.

For more information on the Marie H. Katzenbach School for the Deaf, visit www.mksd.org

Employee Benefits

As a NJ State Department, NJDOE offers a comprehensive benefits package including:

- Pension
- Deferred Compensation
- Health (medical, prescription drug, dental & vision care) and Life Insurance
- Public Service Loan Forgiveness (PSLF)
- Tuition Reimbursement*
- Flexible and Health Spending Accounts (FSA/HSA)
- 13 paid holidays
- Benefit Leave (vacation days, sick days and administrative leave days)
- Telework*
- Alternate Work Week Program*

*Pursuant to Department's policy, procedures, and/or guidelines.

Open to the Following

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website

info.csc.nj.gov/jobspec/61604.htm.

Interested candidates may apply via: <https://www.nj.gov/education/careers/>.

Authorization to Work

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations. Note: The State of New Jersey does not provide sponsorships for work visas.

SAME Applicants

If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program, visit their website at: nj.gov/csc/same/overview/index.shtml, email: CSC-Same@csc.nj.gov, or call the Civil Service Commission at (609)-292-4144, option 3.

EOE/AA Statement

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.